

In order to assess your application for admission to the Certificate in Business Administration at the University of Victoria, please provide the following information. Date of high school graduation Last educational institution attended	
Last educational institution attended	
Last educational institution attended	
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Location	
Degree(s)	
Professional qualifications	
Business name	
Address	
City Province	
Postal code Country	
Phone Fax	
Your position	
Please attach transcripts of your last two years of secondary or post- secondary education.	
In a separate letter and curriculum vitae, tell us about:	
\Box your recent work history (last five years)	
the ways in which you expect the Certificate in Business Administration to be of benefit to you	

TUITION FEES

Tuition for the full twelve-week program:

- Application fee \$300
- Balance of fees due upon acceptance into program \$4,850

Method of payment: Please make application fee payable to *University of Victoria*.

Company cheque Personal cheque Money order

To pay by credit card, please phone 1-250-721-8072/8073

To apply by mail, complete this form and send it to:

Business and Management Programs Division of Continuing Studies, University of Victoria PO Box 1700 STN CSC, Victoria, BC V8W 2Y2

Or fax to 1-250-721-8774



The Division of Continuing Studies reserves the right to cancel/reschedule courses or other offerings without notice, and to establish special regulations for admission to nondegree programs or courses. If a course or offering is cancelled/rescheduled, the liability of the Division of Continuing Studies is limited to a refund of the course fee, or, if desired, transfer to another offering. The relevant law for all matters concerning these programs shall be the law of the Province of British Columbia, Canada.

Freedom of Information/Protection of Privacy: The University of Victoria collects personal information on its form pursuant to the University Act, RSBC 1996, c.468 and section 26 of the Freedom of Information and Protection of Privacy Act. The information you provide is used for the purposes of admission, registration, and other decisions relating to your Continuing Studies program. For details on how the information is used, contact Continuing Studies or read UVic Policy 4400, Access to Student Records at: registrar.uvic.ca/home/ documents/access.html